2. Access Transmission Information Reports

From the *MTCS Main Menu*,

- Use your mouse to click on the words **'Transmission Information'**

  Transmission Information

A box that prompts for a mailbox ID appears on your screen.

- Enter the **HA Mailbox ID** that belongs to the transmission reports you would like to view

- Click **'OK'**

The *Transmission Report Selection Menu* appears on your screen.

2.1 Transmission Report Selection Menu

The *Transmission Report Selection Menu* includes information about the PHA's transmission:

- Processing date
- Creation date
- Result
- Total forms
- Error free forms
- Error forms
- Report type buttons (i.e., Status, Error, Analysis, Rejected)

To access the *Submission Status Report*, click on the **Status** button that corresponds with the processing date of your choice.

To access the *Error Report*, click on the **Error** button that corresponds with the processing date of your choice.

To access the *Error Analysis Report*, click on the Analysis button that corresponds with the processing date of your choice.

* The **Rejected** button on the *Transmission Report Selection Menu* shows the number of files that do not comply with the MTCS flat file format. For example, submissions such as *exe. or *.doc files.